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Approved For Release 2000/08/28 : CIA-RDP78-03757A000100070035-5

TO : Chief, TSS/APD

OCT 25 1956

FROM : Chief, Inspection Branch/PD/OL

SUBJECT: Evaluation of Performance or Service; request for

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1. As a result of Requisition No. [REDACTED]
a contractual agreement No. [REDACTED] has been formalized
between this Agency and [REDACTED] contractor,
for Consultant services - [REDACTED].

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2. This contract is a service type contract. The service type contract differs from the supply type contract under which supplies are delivered to the Agency where they are inspected and accepted. Under the service type contract the contractor may be required to furnish a service, such as, the repair and maintenance of a movie camera, projector or other special piece of equipment. Information respecting the qualitative and quantitative performance of the services by the contractor is essential to the Contracting Officer, since payment for unacceptable work may not be made by the Government. Information with respect to the performance by the contractor is obtained by the Contracting Officer through reports.

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3. Accordingly you are hereby notified that the services requested by Requisition No. [REDACTED] have been contracted for and that when the services have been completed, or in any event, at intervals of not more than sixty days, a report must be furnished to the Contracting Officer. These reports should include information, when necessary, to evaluate the qualitative and quantitative performance of the contractor for purposes of reimbursement, and, further, in order that the Contracting Officer may evaluate the performance of the contractor in connection with possible future work.

4. Your report will not necessarily result, however, in final acceptance under the terms of the contract.

5. It is requested that a copy of this memorandum be returned to the undersigned at Room 2-28 Quarters Eye, indicating, where appropriate, the name and telephone number of the person designated by you to make the report.

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Distribution:

Orig. & 1 - Addressee

1 - Contract Jacket

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